

CAPPS HR/Payroll
Enhancements (SRs) Submitted to Governance

Date of Report: Aug. 16, 2022

Service Requests (SR) Information, Voting Items:

SR #	Requesting Agency	Product	Impacts All Agys	Module	Priority	Level of Effort	Short Description	Long Description	Synopsis of Request (Requirements)	Proposed Solution (How it would work/Customization Overview)	CAPPS Support Team Vote Recommendation
23301	RRC	HR/Payroll	Yes	TL	Low	Low	Override Scheduled Workday – Add Name Search	The search options on the Override Scheduled Workday page do not allow a search by Name , which is allowed on other Time and Labor pages.	Agency seeks to improve the search parameters on the Override Scheduled Workday page by including a search by Name . Currently, users must open a new browser window to find the employee ID (Empl ID), then go back to complete the search using that information.	Enable the Name field as a search option on the Override Scheduled Workday page as part of the <i>Time Management</i> component.	Approve
7666	DPS	HR/Payroll	Yes	TL	Low	Medium	Cascade Rule Creating Time NA Emails	The T&L Needs Approval Notification process includes advance placeholder leave entries resulting from the Cascade Rule when sending 10-day and 17-day reminder emails to managers. In the case of Cascade Rule entries, which are defaulted on the timesheet when Time Admin runs on the first of each month, the notification process should consider an enhanced days elapsed calculation that is based on <i>Reported Date</i> instead of <i>Date/Time Created</i> .	The T&L Needs Approval Notification process should consider an enhanced calculation for the number of days elapsed that is based on <i>Reported Date</i> instead of <i>Date/Time Created</i> . This would prevent premature approval notifications to managers for automated leave entries resulting from the <i>Cascade Rule</i> that process with the first of month run for Time Administration.	Enhance the <i>days elapsed calculation</i> (which determines when the 10-day and 17-day approval notification emails are sent to managers) to consider the <i>Reported Date</i> , instead of <i>Date/Time Created</i> , in the case of auto-generated leave entries resulting from the <i>Cascade Rule</i> .	Approve